

Illinois EPA
Division of Water Pollution Control
Standard Operating Procedure
CAFO NPDES Permits
March 18, 2013

This CAFOSOP is an intra-Agency document intended to govern the internal management review of CAFO NPDES permits. It is intended to provide guidance to Illinois EPA staff so that laws and rules we implement can be applied consistently. It is not intended to affect rights, privileges, or procedures available to the public.

**DIVISION OF WATER POLLUTION CONTROL
STANDARD OPERATING PROCEDURES FOR
CAFO NPDES PERMITS
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Section 1: INTRODUCTION

The purpose of this Concentrated Animal Feeding Operation Standard Operating Procedure (CAFOSOP) guide is to provide a consolidated reference document for use in training and orientation of employees. This guide will also be a useful reference tool for more experienced employees. The CAFOSOP identifies the technical information and application requirements for individual and general National Pollutant Discharge Elimination System (NPDES) permits. This CAFOSOP will delineate all steps in the process, including responsible personnel and approximate process milestones. Additional information includes statute and rule authorization, and supporting documentation (when necessary). This CAFOSOP is only intended to describe routine conditions normally encountered with the issuance of CAFO NPDES permits. Additional processes and/or irregular conditions that could be involved with CAFO NPDES permits issuance will be considered independently of this CAFOSOP.

The CAFO NPDES permit program ensures that facilities discharging into the waters of the state comply with federal and state environmental regulations. U.S. EPA has delegated the administration of the CAFO NPDES permitting program to Illinois EPA. The Division of Water Pollution Control is directed to prepare CAFO NPDES permits for those facilities that discharge effluent to waters of the state.

The application for an CAFO NPDES permit is customarily 10 to 40 pages in length and contains the terms and conditions under which a facility must operate in order to comply with federal and state regulations. Typical conditions include narrative standard operating and administrative requirements, and monitoring and reporting requirements. The nutrient management plan is also incorporated as the terms and conditions of the permit.

U.S. EPA established the CAFO NPDES permitting program under the Clean Water Act to protect waters of the nation by regulating discharges into those waters. The Illinois Environmental Protection Act (EPAct) not only requires regulation of dischargers but also of facilities with a potential to cause water pollution. CAFOs are subject to the regulations of Subtitle E: Agriculture Related Pollution adopted by the Illinois Pollution Control Board (IPCB).

Section 2: STATUTORY AND REGULATORY AUTHORITY FOR PROCESS

2.1 Illinois Statutory Authority

- Illinois Environmental Protection Act, 415 ILCS 5/1 *et seq.*

2.2 Illinois Regulatory Authority

- Ill. Administrative Code Subtitle E

2.3 Federal Statutory Authority

- 33 USC §1342

2.4 Federal Regulatory Authority

- 40 CFR, Parts 122-125
- 40 CFR, Parts 129-132
- 40 CFR, Part 135
- 40 CFR, Part 136
- 40 CFR, Part 401
- 40 CFR, Part 403
- 40 CFR, Parts 412

2.5 Applicable Illinois Policy

- Memorandum of Agreement (Delegation of Authority) between the U. S. Environmental Protection Agency and Illinois EPA of May 12, 1977 and subsequent modifications.

Section 3: DEFINITION OF TERMS

“NPDES” means National Pollutant Discharge Elimination System.

“Waters of the State” means all accumulations of water, surface and underground, natural and artificial, public and private, or parts thereof, which wholly or partly within, flow through, or border upon this State.

Further “Definitions” concerning the EPAct and the Illinois PCB rules pertaining to the duties of the Division of Water Pollution Control may be found at 35 Ill. Adm. Code Subtitles C and E.

Section 4: TIMELINE

See Spreadsheet Timeline File APPENDIX F

INDIVIDUAL PERMIT PROCESSING FORM

STEP #	ACTIVITY	DATE	INITIALS
1	Date Application Received		
2	Records Unit Log in		
3	Approved by Reviewer for 15-day Notice (Individual Permits)		
4	Approved by Unit Manager (Individual Permits)		
5	To Public Notice Clerk for 15-day Notice (Individual Permits)		
6	Re: 15-day Notice (Individual Permits)		
7	Returned to Reviewer (Individual Permits)		
8	Approved by Reviewer for Public Notice		
9	Approved by Unit Manager		
10	To Public Notice Clerk for 30-day Notice		
11	Re: Public Notice		
12	Returned to Reviewer		
13	Approved by Reviewer for Issuance		
14	Approved by Unit Manager		
15	Approved by Section Manager		
16	Issued		

GENERAL PERMIT PROCESSING FORM*

STEP #	ACTIVITY	DATE	INITIALS
1	Date Application Received		
2	Records Unit Log in		
3	Approved by Reviewer for 30-day Notice		
4	Approved by Unit Manager		
5	To Public Notice Clerk for 30-day Notice		
6	Re: 30-day Notice		
7	Returned to Reviewer		
11	Re: Public Notice		
12	Returned to Reviewer		
13	Approved by Reviewer for Issuance		
14	Approved by Unit Manager		
15	Approved by Section Manager		
16	Issued		

*If the Individual Permit Processing Form is used, the step numbers on this form General Permit Processing Form correspond to the step numbers to be completed on the Individual Processing Form.

Section 5: PROCESS PROCEDURES

Days	Responsible Person	Steps
APPLICATION RECEIVED		
1-5	Unit Manager	Assign permit. <ul style="list-style-type: none"> For new permit, review application and any other related documentation to determine appropriate assignment Notify Records Unit Clerk of permit assignments Assign permit and forward to Permit Section Clerk for login to CAFO tracker and forward to Permit

		Writer
	Permit Section Clerk	<ul style="list-style-type: none"> • Receive application • Date stamp application • Date stamp other submitted information to supplement application or associated correspondence • Note receipt of application by comparing to permit tracking database • For existing permit, refer to tracking database to recall permit assignment; • Enter new application into CAFO tracker • Enter revised application date into CAFO tracker • Give new application to Records Unit Clerk • Revised application forwarded to Permit Writer
	Records Unit Clerk	<p>Process application.</p> <ul style="list-style-type: none"> • For new permit, assign permit number and log in application, using new number. NPDES permit numbers are assigned from a list of numbers. This list is kept by the Records Unit Clerk. • New application, get assignment of permit application from Unit Manager • Deliver new application to Permit Writer
COMPLETENESS REVIEW		
6-30	Permit Writer	<p>Review application for completeness.</p> <ul style="list-style-type: none"> • Review the application for completeness within 30 days of receipt of application. Appendix E provides review criteria. • Determine if new or expanded discharge and applicability of Antidegradation. If new or expanded and individual permit needed, refer to Standards Section Manager for receiving stream tier and antidegradation determination for individual permit. • Review file for any pertinent issues that need to be addressed • Determine if application is complete. If complete, follow steps below for Complete Permit Application. If application is incomplete, follow steps below for Incomplete Permit Application. If minor deficiencies can be resolved by phone or email within 30 days of receipt of application contact applicant to obtain necessary information, otherwise draft and issue Notice of Incompleteness. NOI, 15 day notice or PN to be issued within 60 days of receipt of application. New permit writer should submit first NOIs for first two projects to Unit Manager for Signature. Subsequent NOIs should be signed by the Permit Writer. • Enter application revision dates and comments revisions into CAFO tracker, including telephone calls,

		<p>emailed submissions of information or requests for information.</p> <ul style="list-style-type: none"> • Upon completion of review for completeness enter completeness review date in tracker or have Permit Section Clerk enter date.
COMPLETE PERMIT APPLICATION		
31-37	Permit Writer	<ul style="list-style-type: none"> • Review antidegradation analysis • Assemble all pertinent information to be included in the permit and/or the rationale • Write review notes for the file to document and assemble the information necessary for permit development • Develop permit conditions for individual permit. • Review 40 CFR to determine any applicable technology-based limits • Determine and apply any other special conditions (compliance schedules, stream monitoring, etc.), as necessary • Prepare first draft individual permit or letters for general permit coverage notice and related standard correspondence • For individual permit, prepare the cover letter for the individual draft permit, the letters to F&W Service, the Corps of Engineers, memo to FOS, and letters to any other party that will receive the 15 day or 30-day notice and the cover letter for the final permit. • For the general permit, prepare the letters to applicant, Corps of Engineers, Fish and Wildlife Service, memo to FOS, initial fee letter to applicant and final permit coverage letter. • Once review is complete, forward application, drafted letters, draft permit and the Public Notice/Antidegradation Fact Sheet to the Unit Manager for sign off for 15 day notice for individual permit coverage. For individual permit coverage include draft letters for 15 day notice –Corps of Engineers, memo to FOS, USEPA, applicant and initial fee letter to applicant; for 30 day notice – Fish and Wildlife Service and applicant. For general permit coverage include draft letters to: applicant, initial fee letter to applicant, Corps of Engineers, Fish and Wildlife Service, memo to FOS, and final permit coverage letter.
38-60	Unit Manager	<ul style="list-style-type: none"> • Review draft permit or general permit coverage notice letters. • Review file and draft permit or general permit coverage letters • Provide comments and mark needed revisions • If revisions are needed, return permit file and draft to Permit Writer. • Note returned file may need Notice of Incompleteness prepared, therefore file should be returned in time to allow preparation of NOI for issuance within 60 days of receipt of application.

		<ul style="list-style-type: none">• If no revisions are needed, sign appropriate letters for 15- or 30-day notice, initial and date the processing sheet and place the file in the Permit Section Clerk's in-box
	Permit Writer	<ul style="list-style-type: none">• If revisions to the draft permit or letters are needed, receive file and comments on draft permit or letters from Unit Manager. Review any comments from Unit Manager• Make necessary corrections and return permit file and revised draft to Unit Manager within 5 days of receipt from Unit Manager. If Unit Manager recommends an NOI follow Process Procedure steps below for Incomplete Permit Application.
	Unit Manager	<ul style="list-style-type: none">• Review revisions to draft permit or general permit coverage notice letters and assure that all revisions are appropriate.• sign appropriate letters, initial and date the processing sheet and place the file in the Permit Section Clerk's in-box
	Permit Section Clerk	Place draft on 15 day or 30 day notice within 5 days of receipt from Unit Manager. <ul style="list-style-type: none">• Prepare notice for publication• For 30 day public notice send copy of application and appropriate documents to be posted on Agency web site• Place application file in designated filing area to hold until the public notice comment period has ended• Return application file to Permit Writer after notice period has expired• log date of public notice into CAFO tracker
61-75 if no NOI; 151-165 if one NOI; 211-225 if second NOI	INDIVIDUAL PERMIT 15 DAY NOTICE AND COMMENT PERIOD	
INDIVIDUAL PERMIT 15 DAY NO COMMENTS RECEIVED		
76-80 if no NOI; 166-170 if one NOI; 226-230 if second NOI	Permit Writer	Prepare draft permit, public notice/fact sheet and associated letters, date and sign the Processing Form, and route to Unit Manager for review.
81-90 if no NOI; 171-180 if one NOI; 231–240 if second NOI	Unit Manager	Review draft permit/public notice/fact sheet/application/NMP and associated letters from permit writer. <ul style="list-style-type: none">• If no corrections are needed, initial and date the Processing Form and forward to Permit Section Clerk• If any corrections are needed return to permit writer for corrections.
	Permit Writer	Make any necessary corrections identified by Unit Manager.

		Re-initial and sign the Processing Form and return to Unit Manager.
	Unit Manager	Review revisions to draft permit/public notice/fact sheet, notice letters and assure all revisions are appropriate. Initial and date the Processing Form and file in Permit Section Clerk's in-box.
	Permit Section Clerk	Place draft on 30 day notice within 5 days of receipt from Unit Manager. <ul style="list-style-type: none"> • Prepare notice for publication • For 30 day public notice send copy of application and appropriate documents to be posted on Agency web site • Place application file in designated filing area to hold until the public notice comment period has ended • Return application file to Permit Writer after notice period has expired • log date of public notice into CAFO tracker
INDIVIDUAL PERMIT 15 DAY COMMENTS RECEIVED		
76-105 if no NOI; 166-195 if one NOI; 226-255 if second NOI	Permit Writer	Revise draft permit <ul style="list-style-type: none"> • Review any comments and if appropriate, make revisions to the draft permit/public notice/fact sheet, have applicant revise application or nutrient management plan.
106-115 if no NOI; 196-205 if one NOI; 256-265 if second NOI	Unit Manager	Review draft permit/public notice/fact sheet/application/NMP and associated letters from permit writer. <ul style="list-style-type: none"> • If no corrections are needed, initial and date the Processing Form and forward to Permit Section Clerk • If any corrections are needed return to permit writer for corrections.
	Permit Writer	Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.
	Unit Manager	Review revised draft permit/public notice/fact sheet/application/NMP from permit writer. Initial and date the Processing Form and Place in Permit Section Clerk In-Box.
	Permit Section Clerk	Place draft on 30 day notice within 5 days of receipt from Unit Manager. <ul style="list-style-type: none"> • Prepare notice for publication • For 30 day public notice send copy of application and appropriate documents to be posted on Agency web site • Place application file in designated filing area to hold until the public notice comment period has ended • Return application file to Permit Writer after notice period has expired • log date of public notice into CAFO tracker
61-90 if no NOI; 151-180 if one NOI; 211-240 if	GENERAL PERMIT NOTICE AND PUBLIC COMMENT PERIOD	

second NOI		
If no 15 day public comments 91-120 if no NOI; 181-210 if one NOI; 241-270 if second NOI If 15 day public comments 116-145 if no NOI; 206-235 if one NOI; 266-295 if second NOI	INDIVIDUAL PERMIT NOTICE AND 30 DAY PUBLIC COMMENT PERIOD	
NO PUBLIC COMMENTS RECEIVED		
91-93 if no NOI; 181-183 if one NOI; 241-243 if second NOI Ind Permit No Comment on 15 day 121-123 if no NOI; 211-213 if one NOI; 271-273 if second NOI Ind Permit Comment on 15 day 146-148 if no NOI; 236-238 if one NOI; 296-298 if second NOI	Permit Writer	Prepare final permit and associated letters, date and sign the Processing Form, and route to Unit Manager for final review.
94-105 if no	Unit Manager	Review final permit/application/NMP and associated letters

NOI; 184-195 if one NOI; 244-255 if second NOI Ind Permit No Comment on 15 day 124-135 if no NOI; 214-225 if one NOI; 274-285 if second NOI Ind Permit Comment on 15 day 149-160 if no NOI; 239-250 if one NOI; 299-310 if second NOI		from permit writer. <ul style="list-style-type: none"> • If no corrections are needed, initial and date the Processing Form and forward to Section Manager • If any corrections are needed return to permit writer
	Permit Writer	Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.
	Unit Manager	Review revisions to final permit package. Initial and date the Processing Form and forward to Section Manager.
	Section Manager	Review final permit/application/NMP from unit manager. <ul style="list-style-type: none"> • Review permit for completeness and accuracy. • Check the issuance, effective date and expiration dates on the cover page • For NPDES permits, sign the cover letter and permit • Initial and date the Processing Form then forward all permit files and Processing Form to Permit Writer
	Permit Section Clerk	Final permit action should be completed within 5 days of receipt of signed permit. <ul style="list-style-type: none"> • Make copies of signed permit for the appropriate DWPC FOS Regional Office, for the official file, and, for those instances where the discharge may have an impact on a neighboring state, for the appropriate state water pollution control agency • Mail copies • Make the necessary log entries in ICIS, CAFO tracker and other appropriate databases • Initial and date Processing Form upon issuance • Return the permit file to Records Unit
PUBLIC COMMENTS RECEIVED		
91-135 if no NOI; 181-225 if one NOI; 241-285 if second NOI Ind Permit No Comment on 15 day 121-165 if no NOI; 211-255 if one NOI; 271-315 if second NOI Ind Permit Comment on 15 day 146-190 if no	Permit Writer	Revise draft permit and/or prepare final permit. <ul style="list-style-type: none"> • Review any comments from the public. Prepare response letters as necessary for the Section Manager's signature and if appropriate, make revisions to the draft permit, have applicant revise application or nutrient management plan. • Review any comments from the permittee and make appropriate revisions to the draft individual permit. • Prepare responses to comments received during the 30 day notice. Individual response letters to be prepared, unless individual permit and hearing held, then responsiveness summary after hearing. • Review and resolve any comments from EPA and make revisions to the draft permit if needed. • Prepare letters for the Section Manager's signature which outlines the specific requests the the Division's action regarding each request. • Route the permit field with the revised permit/application/NMP and response letters to the Unit Manager. • If any requests for a public hearing are made, forward any such requests to the Unit Manager, including a

<p>NOI: 236-280 if one NOI; 296-340 if second NOI</p>		<p>recommendation as to whether or not a public hearing is warranted. If Section manager confirms public hearing contact hearing officer to schedule hearing.</p> <ul style="list-style-type: none"> Determine If revisions to the draft permit/application/NMP warrant an additional comment period. Advise Unit Manager of appropriate course of action. Revisions to the NMP or draft permit that constitute a significant change to the terms and conditions shall be re-public noticed. Significant changes include changes that would need to be public noticed as an application for modification of the NMP under federal CAFO regulation. Significant modification to a draft permit that are not an outgrowth of comments made on the draft permit will also need to be republic noticed. 35 Ill Adm Code Section 309 provides criteria for making the determination of whether to re-public notice. Send all documents to the Unit Manager for final review.
<p>136-165 if no NOI; 226-255 if one NOI; 286-315 if second NOI</p> <p>Ind Permit No Comment on 15 day 166-195 if no NOI: 256-285 if one NOI; 316-345 if second NOI</p> <p>Ind Permit Comment on 15 day 191-220 if no NOI: 281-310 if one NOI; 341-370 if second NOI</p>	Unit Manager	<p>Review revised draft permit/application/NMP and response letters</p> <ul style="list-style-type: none"> Review revised draft permit/application/NMP and any response letters and mark any necessary corrections, return to permit writer If no corrections needed, Forward to Section Manager Review and forward request for Public Hearing to Section Manager
	Permit Writer	<p>Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.</p>
	Unit Manager	<p>Review revisions to final permit package. Initial and date the Processing Form and forward to Section Manager.</p>
	Section Manager	<p>Review revised draft permit/application/NMP and response letters from unit manager.</p> <ul style="list-style-type: none"> Review revised draft permit/application/NMP and any response letters and mark any necessary corrections, return to unit manager or permit writer If a public hearing is appropriate, instruct the Permit Writer to schedule one, return permit file and draft

	<p>permit/application/NMP to Permit Writer. Section manager confirms decision to hold or not hold hearing with Division Manager or higher level of management as needed.</p> <ul style="list-style-type: none"> • Determine if an additional comment period is needed • Review permit/application/NMP for completeness and accuracy • Check the issuance, effective and expiration dates on the cover page • For NPDES permits, sign the cover letter and the permit • Forward all permit files to the Permit Section Clerk
Permit Section Clerk	<p>Final permit action should be completed within 5 days of receipt of signed permit.</p> <ul style="list-style-type: none"> • Make copies of signed permit for the appropriate DWPC FOS Regional Office, for the official file, and, for those instances where the discharge may have an impact on a neighboring state, for the appropriate state water pollution control agency • Mail copies • Make the necessary log entries in ICIS, CAFO tracker and other appropriate databases • Return the permit file to Records Unit

PUBLIC HEARING AND HOLD HEARING

<p>121-150 if no NOI; 181-210 if one NOI; 241-270 if second NOI</p> <p>Ind Permit No Comment on 15 day 171-200 if no NOI: 226-255 if one NOI; 286-315 if second NOI</p> <p>Ind Permit Comment on 15 day 151-180 if no NOI: 241-270 if one NOI; 301-330 if second NOI</p>	Permit Writer	<p>If a public hearing is to be held</p> <ul style="list-style-type: none"> • Provide information to hearing officer as needed and prepare for hearing • Hearing procedures are subject to regulations at 35 Ill Adm Code 309.115 thru 309.119
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180 days following hearing	Permit Writer	After hearing and public comment period. Review public comments and revise draft permit as needed based on public comments Assist in preparation of responsiveness summary or response to comments. Follow procedures in 35 Ill. Adm. Code 309.119 and 309.120. Follow procedures from Section PUBLIC COMMENTS RECIEVED with regard to issuance of the final permit.
INCOMPLETE PERMIT APPLICATION		
31-45	Permit Writer	<ul style="list-style-type: none"> • If application is incomplete, issue a Notice of Incompleteness. If minor deficiencies can be resolved by phone or email within 30 days of receipt of application contact applicant to obtain necessary information, otherwise draft and issue Notice of Incompleteness. • If Notice of Incompleteness is required draft Notice of Incompleteness for Permit Writer or Unit Manager signature. A new permit writer should submit the NOIs for first two projects to Unit Manager to sign. After these two NOIs the permit writer is to sign the NOIs. • If Notice of Incompleteness is for Unit Manager signature, submit Notice of Incompleteness to Unit Manager. • Notice of Incompleteness must be issued within 60 days of receipt of application. Notice of Incompleteness must request response within 30 days of date of Notice of Incompleteness.
46-60	Unit Manager	<p>Review draft NOI.</p> <ul style="list-style-type: none"> • If revisions are needed, return to permit writer with comments • If no revisions are needed, sign NOI and place the file in the permit section clerk's in box.
	Permit Writer	<ul style="list-style-type: none"> • If revisions to NOI are needed after Unit Manager review, receive file and comments on draft NOI from Unit Manager. Review any comments from Unit Manager • Make necessary corrections and return revised letter to Unit Manager for signature.

	Unit Manager	<ul style="list-style-type: none"> Review revised draft NOI to assure that all revisions are appropriate. Sign NOI and place the file in the Permit Section Clerk's in box
	Permit Section Clerk	<ul style="list-style-type: none"> Issue Notice of Incompleteness within 5 days of receipt from Unit Manager. If Notice of Incompleteness is signed, make copies, log out in CAFO tracker and mail out appropriate copies
61-90	APPLICANT RESPONSE TO NOI	
91-93	Permit Section Clerk	<ul style="list-style-type: none"> Log Response to NOI in CAFO Tracker Distribute response to permit writer
93-135	Permit Writer	<ul style="list-style-type: none"> Review Response to NOI Determine if response to NOI is complete If response is complete, prepare recommendation for public notice to Unit Manager. Permit writer should also complete the steps to complete a draft permit as described above in the steps associated with Days 31-37 of COMPLETE PERMIT APPLICATION. If response is incomplete, determine if second NOI should be issued. Confer with US EPA if permit application was submitted to Illinois EPA in response to US EPA enforcement action to determine if referral to EPA or second NOI is most appropriate action. It will be standard practice to issue a second NOI. If it is evident that the applicant will not provide adequate response to an NOI, then VN or referral to USEPA shall be issued instead of second NOI. If second NOI is determined appropriate, second NOI should be issued by Day 135, including Unit Manager review and processing by Permit Section Clerk. If recommending VN or referral to US EPA, prepare recommendation for Unit Manager review. IF SECOND NOI IS ISSUED FOLLOW PROCEDURE PROCESS STEPS BELOW FOR APPLICANT RESPONSE TO SECOND NOI
136-145 if one NOI	Unit Manager	<ul style="list-style-type: none"> If response to NOI complete, review recommendation for public notice, draft permit package. Provide any comments to permit writer. If response to NOI incomplete, review recommendation for VN or referral. Review recommendation and provide comments back to Permit Writer to process the recommendation for

		referral to Compliance Assurance Section for VN, or USEPA. VNs will be prepared and issued by Compliance Assurance Section.. Referrals to USEPA will be from Permit Writer or Division of Legal Counsel.
	Permit Writer	<ul style="list-style-type: none"> Address Unit Manager comments and return for review. After Unit Manager review of VN or USEPA recommendation, refer to Compliance Assurance Section for VN or USEPA as appropriate.
	Unit Manager	<ul style="list-style-type: none"> Final review and sign off of public notice package, draft permit, letters, initial and date Processing Form, etc. Give to Permit Section Clerk to issue public notice
146-150 if one NOI	Permit Section Clerk	<p>Place draft permit on public notice within 5 days of receipt from Unit Manager.</p> <ul style="list-style-type: none"> Prepare formal public notice for publication Send copy of application, and if applicable revised application, and other appropriate documents to be posted on Agency website. Place application file in designated filing area to hold until the public notice comment period has ended. Return application file to permit writer after notice period has expired. Log date of public notice into CAFO tracker.
	<p>IF PROCEEDING TO NOTICE AFTER FIRST NOI, PROCEDURE PROCESS STEPS FOR 15 DAY NOTICE AND COMMENT PERIOD AND 15 DAY NOTICE NO COMMENT RECEIVED OR 15 DAY NOTICE COMMENTS RECEIVED AND PUBLIC NOTICE AND COMMENT PERIOD AND NO PUBLIC COMMENTS RECEIVED OR PUBLIC COMMENTS RECEIVED, AS APPLICABLE, SHOULD BE FOLLOWED FROM THIS POINT FORWARD.</p>	
136-165 if second NOI	APPLICANT RESPONSE TO SECOND NOI	
166-195 if second NOI	Permit Writer	<p>Review response to second NOI</p> <ul style="list-style-type: none"> Determine if response to second NOI is complete If response is complete, prepare recommendation for public notice to Unit Manager. Permit writer should also complete the steps to complete a draft permit as described above in the steps associated with Days 31-

		<p>37 of COMPLETE PERMIT APPLICATION.</p> <ul style="list-style-type: none"> If response is incomplete prepare recommendation to Unit Manager for either a VN, referral to US EPA. No additional NOIs should be issued. If the permit application was submitted in response to a federal administrative order referral to USEPA should be made. In cases where the permit is required based on Illinois EPA investigation or enforcement then referral to Compliance Assurance Section for issuance of a VN to be prepared. If the Compliance Assurance Section determines that a VN is not appropriate then referral to USEPA to be made. In cases where it is determined that application will not be revised ir the permit cannot be issued the permit writer shall also prepare a denial. The process procedures for DENIAL PERMIT APPLICATION shall be followed.
196-205 if second NOI	Unit Manager	Review recommendation for public notice, VN, or referral. Provide any comments to permit writer.
	Permit Writer	Address Unit Manager comments on recommendation and return to Unit Manager for review.
	Unit Manager	<p>If proceeding to public notice: Final review and sign off of public notice package, draft permit letters, initial and date Processing Form, etc.</p> <ul style="list-style-type: none"> Give to Permit Section Clerk to issue public notice If Permit Writer recommending VN or referral, review recommendation of Permit Writer and provide comments back to Permit Writer or process the recommendation to Compliance Assurance Section or USEPA. VNs will be prepared and issued by Compliance Assurance Section in accordance with requirements of IEP Act. Referrals to Illinois AG will be prepared and issued by Division of Legal Counsel in accordance with IEP Act. Referrals to USEPA will be from Permit Writer.
206-210 if second NOI	Permit Section Clerk	<p>Place draft permit on public notice within 5 days of receipt from Unit Manager.</p> <ul style="list-style-type: none"> Prepare formal public notice for publication Send copy of application, and if applicable revised application, and other appropriate documents to be posted on Agency website. Place application file in designated filing area to hold until the public notice comment period has ended. Return application file to permit writer after notice period has expired.

		<ul style="list-style-type: none"> • Log date of public notice into CAFO tracker. • If proceeding to VN or referral, log date of VN or referral into CAFO tracker.
	<p>IF PROCEEDING TO NOTICE AFTER SECOND NOI, PROCEDURE PROCESS STEPS FOR 15 DAY NOTICE AND COMMENT PERIOD AND 15 DAY NOTICE NO COMMENTS RECEIVED OR 15 DAY NOTICE COMMENTS RECEIVED AND PUBLIC NOTICE AND COMMENT PERIOD AND NO PUBLIC COMMENTS RECEIVED OR PUBLIC COMMENTS RECEIVED, AS APPLICABLE, SHOULD BE FOLLOWED FROM THIS POINT FORWARD.</p>	
WITHDRAWAL OF PERMIT APPLICATION OR TERMINATION OF PERMIT		
1-30	Permit Writer	<p>Receive applicant withdrawal of application or request to terminate permit</p> <ul style="list-style-type: none"> • Review permit application, withdrawal of application, applicant request for termination of permit and supporting documents • Verify if the field office has made a determination of whether a permit is required. Make request for field office inspection if needed to verify that a permit is not required. • Review field office inspection report and recommendation for no permit required. Write review notes for the file to document and assemble the information necessary to support that a permit is not required • Prepare first draft termination or acknowledgement of withdrawal letters. • Assemble file and submit to Unit Manager. • If this a termination request and NOI needed follow procedures for Incomplete Permit Application to issue NOI.
31-60	Unit Manager	<ul style="list-style-type: none"> • Review termination or acknowledgment of withdrawal letters. • Review file • Provide comments and mark needed revisions • If revisions are needed, return file and draft to Permit Writer. • Note returned file may need Notice of Incompleteness prepared, therefore file should be returned in time to allow preparation of NOI for issuance within 60 days of receipt of termination request. • If no revisions are needed, initial and date the processing sheet and forward Permit Section Manager

	Permit Writer	<ul style="list-style-type: none"> • If revisions to the letters are needed, receive file and comments on letters from Unit Manager. Review any comments from Unit Manager • Make necessary corrections and return permit file and revised draft letters to Unit Manager within 5 days of receipt from Unit Manager. If Unit Manager recommends an NOI follow Process Procedure steps for Incomplete Permit Application.
	Unit Manager	<ul style="list-style-type: none"> • Review revisions to letters and assure that all revisions are appropriate. • Initial and date the processing sheet and forward the file to the Permit Section Manager
	Section Manager	<p>Review final letters from unit manager.</p> <ul style="list-style-type: none"> • Review for completeness and accuracy. • For NPDES permits, sign the termination or acknowledgement of withdrawal letter. • Initial and date the Processing Form then forward all permit files and Processing Form to Permit Section Clerk
	Permit Section Clerk	<p>Final permit action should be completed within 5 days of receipt of signed termination or withdrawal of application letter.</p> <ul style="list-style-type: none"> • Make copies of signed letter for the appropriate DWPC FOS Regional Office, for the official file, Mail copies • Make the necessary log entries in ICIS, CAFO tracker and other appropriate databases • Initial and date Processing Form upon issuance • Return the permit file to Records Unit
DENIAL OF PERMIT APPLICATION		
136-145 if one NOI 196-205 if second NOI	Permit Writer	<ul style="list-style-type: none"> • After first or second NOI and determination that a denial of permit is needed prepare denial of permit application package • Assemble all pertinent information to be included in the permit file and/or the rationale • Write review notes for the file to document and assemble the information necessary for permit denial • Prepare first draft individual permit denial letter • Prepare the letters to F&W Service, the Corps of

		<p>Engineers, memo to FOS, and letters to any other party that will receive the 15 day or 30-day notice and the denial letter.</p> <ul style="list-style-type: none">Once review is complete, forward application, drafted letters, draft permit and the Public Notice/ Fact Sheet to the Unit Manager for sign off for 15 day notice for individual permit coverage. For individual permit coverage include draft letters for 15 day notice –Corps of Engineers, memo to FOS, and applicant; for 30 day notice – Fish and Wildlife Service and applicant.
146-160 if one NOI 206-220 if second NOI	Unit Manager	<ul style="list-style-type: none">Review draft denial letter .Review file and 15 day and 30 day notice lettersProvide comments and mark needed revisionsIf revisions are needed, return permit file and draft denial letter to Permit Writer.If no revisions are needed, sign appropriate letters for 15- or 30-day notice, initial and date the processing sheet and place the file in the Permit Section Clerk’s in-box
	Permit Writer	<ul style="list-style-type: none">If revisions to the draft denial letter or notice letters are needed, receive file and comments on draft denial or notice letters from Unit Manager. Review any comments from Unit ManagerMake necessary corrections and return permit file and revised draft denial letter and notice letters to Unit Manager within 5 days of receipt from Unit Manager
	Unit Manager	<ul style="list-style-type: none">Review revisions to draft denial letter or notice letters and assure that all revisions are appropriate.sign appropriate letters, initial and date the processing sheet and place the file in the Permit Section Clerk’s in-box
	Permit Section Clerk	<p>Place draft on 15 day or 30 day notice within 5 days of receipt from Unit Manager.</p> <ul style="list-style-type: none">Prepare notice for publicationFor 30 day public notice send copy of application and appropriate documents to be posted on Agency web sitePlace application file in designated filing area to hold until the public notice comment period has endedReturn application file to Permit Writer after notice period has expiredlog date of public notice into CAFO tracker
161-175 if one NOI 221-235 if second NOI	INDIVIDUAL PERMIT DENIAL 15 DAY NOTICE AND COMMENT PERIOD	
INDIVIDUAL PERMIT DENIAL 15 DAY NO COMMENTS RECEIVED		
176-180 if one NOI 236-240 if	Permit Writer	<p>Prepare draft denial letter, public notice/fact sheet and associated letters, date and sign the Processing Form, and route to Unit Manager for review.</p>

second NOI		
181-190 if one NOI; 241-250 if second NOI	Unit Manager	<ul style="list-style-type: none"> Review draft denial letter/public notice/fact sheet/application/NMP and associated letters from permit writer. If no corrections are needed, initial and date the Processing Form and forward to Permit Section Clerk If any corrections are needed return to permit writer for corrections.
	Permit Writer	Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.
	Unit Manager	Review revisions to draft denial letter/public notice/fact sheet, notice letters and assure all revisions are appropriate. Initial and date the Processing Form and file in Permit Section Clerk's in-box.
	Permit Section Clerk	Place draft on 30 day notice within 5 days of receipt from Unit Manager. <ul style="list-style-type: none"> Prepare notice for publication For 30 day public notice send copy of application and appropriate documents to be posted on Agency web site Place application file in designated filing area to hold until the public notice comment period has ended Return application file to Permit Writer after notice period has expired log date of public notice into CAFO tracker
INDIVIDUAL PERMIT DENIAL 15 DAY COMMENTS RECEIVED		
176-205 if one NOI 236-265 if second NOI	Permit Writer	<p>Revise draft denial letter or in case of revised application or decision to issue permit prepare public notice/fact sheet of draft permit. Follow PROCEDURES FOR 15 DAY NOTICE AND 30 DAY PUBLIC NOTICE for issuance of the permit</p> <ul style="list-style-type: none"> Review any comments and if appropriate, make revisions to the draft denial/public notice/fact sheet, have applicant revise application or nutrient management plan.
206-216 if one NOI 266-275 if second NOI	Unit Manager	Review draft denial/public notice/fact sheet/application/NMP and associated letters from permit writer. <ul style="list-style-type: none"> If no corrections are needed, initial and date the Processing Form and forward to Permit Section Clerk If any corrections are needed return to permit writer for corrections.
	Permit Writer	Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.
	Unit Manager	Review revised draft permit/public notice/fact sheet/application/NMP from permit writer. Initial and date the Processing Form and Place in Permit Section Clerk In-Box.
	Permit Section Clerk	Place draft on 30 day notice within 5 days of receipt from Unit Manager. <ul style="list-style-type: none"> Prepare notice for publication

		<ul style="list-style-type: none">• For 30 day public notice send copy of application and appropriate documents to be posted on Agency web site• Place application file in designated filing area to hold until the public notice comment period has ended• Return application file to Permit Writer after notice period has expired• log date of public notice into CAFO tracker
<p>If no 15 day public comments 191-220 if one NOI 251-280 if second NOI</p> <p>If 15 day public comments 216-245 if one NOI 276-305 if second NOI</p>	INDIVIDUAL PERMIT DENIAL NOTICE AND 30 DAY PUBLIC COMMENT PERIOD	
PERMIT DENIAL NO PUBLIC COMMENTS RECEIVED		
<p>Ind Permit No Comment on 15 day 221-223 if one NOI 281-283 if second NOI</p> <p>Ind Permit Comment on 15 day 246-248 if one NOI 306-308 if second NOI</p>	Permit Writer	Prepare final draft denial and associated letters, date and sign the Processing Form, and route to Unit Manager for final review.
<p>Ind Permit No Comment on 15 day 224-235 if one NOI 284-295 if second NOI</p>	Unit Manager	Review final denial/application/NMP and associated letters from permit writer. <ul style="list-style-type: none">• If no corrections are needed, initial and date the Processing Form and forward to Section Manager• If any corrections are needed return to permit writer for corrections.
	Permit Writer	Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.

Ind Permit Comment on 15 day 249-260 if one NOI 309-320 if second NOI	Unit Manager	Review revisions to final permit denial package, Initial and date the Processing Form and forward to Section Manager.
	Section Manager	Review final permit denial package/application/NMP from unit manager. <ul style="list-style-type: none"> • Review final denial letter for completeness and accuracy. • For NPDES permits, sign the final denial letter and permit • Initial and date the Processing Form then forward all permit files and Processing Form to Permit Section Clerk
	Permit Section Clerk	Final permit action should be completed within 5 days of receipt of signed permit. <ul style="list-style-type: none"> • Make copies of signed final denial letter for the appropriate DWPC FOS Regional Office, for the official file, and, for those instances where the discharge may have an impact on a neighboring state, for the appropriate state water pollution control agency • Mail copies • Make the necessary log entries in ICIS, CAFO tracker and other appropriate databases • Initial and date Processing Form upon issuance • Return the permit file to Records Unit
PERMIT DENIAL PUBLIC COMMENTS RECEIVED		
Ind Permit No Comment on 15 day 221-250 if one NOI 281-310 if second NOI	Permit Writer	Revise draft denial letter . <ul style="list-style-type: none"> • Review any comments from the public. Prepare response letters as necessary for the Section Manager's signature and if appropriate, make revisions to the draft denial letter, • Review any comments from the permittee and make appropriate revisions to the draft denial letter. • Prepare responses to comments received during the 30 day notice. Individual response letters to be prepared, unless hearing held, then responsiveness summary after hearing. • Prepare letters for the Section Manager's signature which outlines the specific requests the the Division's action regarding each request. • Route the permit file with the revised permit denial /application/NMP and response letters to the Unit Manager. • If any requests for a public hearing are made, forward any such requests to the Unit Manager, including a recommendation as to whether or not a public hearing is warranted. If Section manager confirms public hearing contact hearing officer to schedule hearing. • Send all documents to the Unit Manager for final review.
Ind Permit Comment on 15 day 246-275 if one NOI 306-335 if second NOI		
Ind Permit No Comment on 15 day	Unit Manager	Review revised draft permit denial /application/NMP and response letters <ul style="list-style-type: none"> • Review revised draft permit denial /application/NMP and any response letters and mark any necessary

251-265 if one NOI 311-325 if second NOI Ind Permit Comment on 15 day 276-290 if one NOI 336-350 if second NOI		corrections, return to permit writer <ul style="list-style-type: none"> • If no corrections needed, Forward to Section Manager • Review and forward request for Public Hearing to Section Manager
	Permit Writer	Make any necessary corrections identified by Unit Manager. Re-initial and sign the Processing Form and return to Unit Manager.
	Unit Manager	Review revisions to final permit denial package. Initial and date the Processing Form and forward to Section Manager.
	Section Manager	Review revised draft permit/application/NMP and response letters from unit manager. <ul style="list-style-type: none"> • Review revised draft denial permit/application/NMP and any response letters and mark any necessary corrections, return to unit manager or permit writer • If a public hearing is appropriate, instruct the Permit Writer to schedule one, return permit file and draft permit denial/application/NMP to Permit Writer. Section manager confirms decision to hold or not hold hearing with Division Manager or higher level of management as needed. • Review permit denial /application/NMP for completeness and accuracy • Check the issuance, effective and expiration dates on the cover page • For NPDES permits, sign the cover letter and the permit • Forward all permit files to the Permit Section Clerk
	Permit Section Clerk	Final permit action should be completed within 5 days of receipt of signed permit. <ul style="list-style-type: none"> • Make copies of signed permit denial for the appropriate DWPC FOS Regional Office, for the official file, and, for those instances where the discharge may have an impact on a neighboring state, for the appropriate state water pollution control agency • Mail copies • Make the necessary log entries in ICIS, CAFO tracker and other appropriate databases • Return the permit file to Records Unit

APPENDIX B: APPLICATION FORMS - attached at end of SOP

FORM 1
FORM 2B

APPENDIX C FORM LETTERS - attached at end of SOP

NOTICE OF INCOMPLETENESS

COE NOTICE PROPOSED GENERAL PERMIT COVERAGE

FWS NOTICE PROPOSED GENERAL PERMIT COVERAGE

APPLICANT NOTICE PROPOSED GENERAL PERMIT COVERAGE

FINAL GENERAL PERMIT COVERAGE LETTER

ADJACENT STATE 30 DAY NOTICE INDIVIDUAL PERMIT

APPLICANT 15 DAY NOTICE INDIVIDUAL PERMIT

APPLICANT 30 DAY PUBLIC NOTICE INDIVIDUAL PERMIT

APPLICANT FINAL INDIVIDUAL PERMIT

COE 15 DAY NOTICE INDIVIDUAL PERMIT

FOS MEMORANDUM 15 DAY NOTICE INDIVIDUAL PERMIT

INITIAL FEE LETTER INDIVIDUAL PERMIT

MODIFICATION WITHOUT PUBLIC NOTICE INDIVIDUAL PERMIT

MUNICIPAL CLERK 30 DAY NOTICE INDIVIDUAL PERMIT

US FISH AND WILDLIFE SERVICE 30 DAY NOTICE INDIVIDUAL PERMIT

USEPA COMMENT LETTER 45 DAY NOTICE INDIVIDUAL PERMIT

USEPA NO REVIEW NOTICE INDIVIDUAL PERMIT

APPENDIX E: LIVESTOCK FACILITY REVIEW CRITERIA

Application contents

Each CAFO application must contain NPDES application forms, 1General and 2B, a topographic map of the facility, a nutrient management plan (NMP), a stormwater management plan and spill control and prevention plan. All forms must be properly signed by the appropriate party. All applications must be assigned an NPDES number and date stamped. Applications shall include an electronic copy of all submitted material, and program files such as Manure Management Planner utilized to develop the nutrient management plan should also be requested to be submitted if inadequate NMP information is provided to show that the NMP is adequate (i.e. agronomic assumptions and calculation methodology not provided in NMP submission).

General review

The NMP, stormwater management plan and the spill control and prevention plan must be reviewed for general and technical completeness. Regardless of the source of the plan (whether from a web-based system, a proprietary planner or a site-specific plan), the plans can be reviewed against the technical criteria found or referenced in, the general CAFO permit, any adopted Title 35 Subtitle E regulations, and the Illinois Manure Management Plan (IMMP), found at <http://www.livestocktrail.uiuc.edu/manure/>. The contents of the plans can be reviewed for completeness by using the IMMP “Contents Checklist”. The NMP must be checked against and conform with the requirements of the CAFO general permit (GP) if coverage is to be made in that manner. The elements of a plan contained in and governed by the GP are indicated by the appropriate general permit Special Condition or standard (example: SC-1).

In addition to utilizing IMMP “Contents Checklist” the NMP storage and applications rates calculations/methods will be checked. When appropriate in accordance with the general permit or adopted Title 35 Subtitle E regulations the following technical documents or programs will be used to verify NMP accuracy and completeness.

Documents:

NPDES Permit Writers’s Guidance Manual -- For Concentrated Animal Feeding Operations - USEPA

NRCS Agricultural Waste Management Field Handbook - USDA

MWPS Livestock Waste Facilities Handbook (MWPS-18)– Midwest Plan Service

MWPS Livestock and Poultry Environmental Stewardship Curriculum – Midwest Plan Service

MWPS Manure Management Series – Midwest Plan Service

The Illinois Agronomy Handbook – University of Illinois

USEPA Managing Manure Nutrients at Concentrated Animal Feeding Operations - USEPA

Recommended Methods of Manure Analysis (A3769) – University of Wisconsin et al.

Software:

NRCS Animal Waste Management - USDA

Purdue Manure Management Planner – Purdue University
SPAW Hydrology and Water Budgeting – Oregon State University

The NMP will be further reviewed for completeness based on the following standards as applicable and chosen by the applicant in accordance with general permit or adopted Title 35 Subtitle E regulations:

8 Illinois Admin. Code, Subpart H: Waste Management Plan of the Livestock Management Facilities Act regulations (8 Ill. Adm. Code 900) or USDA NRCS Illinois Standards -590 Nutrient Management and 633 Waste Utilization adopted in 2002

NRCS 590 Nutrient Management and NRCS 633 Waste Utilization

NMP review

The following elements within each plan should be present and complete:

Manure Storage Information

Type of waste storages, (SC-4.e.v)

Volume of manure and wastewater produced, Form 2B

The following sources may be used to obtain the amount of waste generated: Midwest

Plan

Service, MWPS-18, Livestock Waste Facilities Handbook, Table 2-1, or 35 Ill. Adm. Code 560, Table 1.

Volume required to contain the 25-yr/24-hr event with the exception of indoor storage, as well as large swine, poultry, and veal facilities constructed after 04/14/2003 (SC-3.c)(SC-3.j.)

N loss due to storage and application methods (Subtitle E Part 560) (MWPS-18)

Temporary stacks, runoff and leachate control (SC-3.i)

Temporary stacks, <6 months operation (SC-3.i)

Temporary stacks, not in 10 year floodplain (SC-3.i)

Temporary stacks, setbacks (SC-3.i)

Plans indicating adequate storage for weather and other contingencies (SC-4.e.v)(SC-4.e.ii)

Integrity and operation inspection procedures and schedule for structures and facilities (SC-7.e)(SC-7.j.)(SC-7.k.)(SC-7.c.)(SC-7.d)

Animal Categories

Animal size

Number of animals

Animal units

Associated waste handling system

Field Maps

Aerial photos and maps (NRCS 590-6)

Topographic maps
Available acreage
Residences, businesses, common places of assembly (NRCS 590-5)
Rivers, Lakes, Streams, wells, waterways
Location of impaired waters (SC-3.l)

NRCS 590 Nutrient Mnagement and NRCS 633 Waste Utilization (continued)

Lease Agreement for Application Fields

Document waste transferred and to which persons (SC-4.f.)(NRCS 633-1)
Anticipated crop(s)

Crop Rotation, Nutrient Needs and Nutrient Management

Physical limits governed by soil hydraulic limits, slope, cover crop, erosion (SC-4.a)

Odor control practices (SC-4.b) (NRCS 633-2)
Application practices that avoid runoff and saturated soils (SC-4.c)
Cropping schedule for each field for the duration of permit coverage and 5 years (NRCS 509-6)
Targeted crop yield goal (NRCS 590-2)
Nutrient value of the waste (NRCS 633-3) (MWPS-18) (Chapter 11 Agricultural Waste Management Field Handbook) (Subtitle E Part 560)
Application method(s) (NRCS 590-2)
N and P soil test (NRCS 590-2) (Illinois Agronomy Handbook)
Plant N available and mineralization
N required by crop grown (NRCS -590-3) (Illinois Agronomy Handbook)
N credits (NRCS 590-3) (Illinois Agronomy Handbook)
Agronomic P demand (SC-4.c.v)(NRCS 590-3)(NRCS 633-2 and 3) (Illinois Agronomy Handbook)
Phosphorus application rate limit (SC-4.c)(NRCS 590-3)(NRCS 633-2 and 3) (Illinois Agronomy Handbook)
Application rate based on N or P (SC-4.c.v)(NRCS 590-3)(NRCS 633-2 and 3) (Illinois Agronomy Handbook)
Multi-year application rate basis (SC-4.c.v)(NRCS 590-3)(NRCS 633-2 and 3)
Plant N available and mineralization (NRCS 590-3)

Field Application

Land area required.
List of fields and the planned livestock waste application amount for each
Setbacks for residences (1/4 mile)
Setbacks for surface waters (200 feet) (SC-4.c.vi)
Setbacks for potable wells (200 feet) (SC-4.c.viii)
Liquid manures shall not be applied to cropland with slopes over 15% (NRCS 633-1)

Liquid manures shall not be applied to soils with less than 10 inches of at least moderately permeable soil over fractured bedrock, sand, or gravel. (NRCS 633-1)

NRCS 590 Nutrient Management and NRCS 633 Waste Utilization (continued)

No application shall occur on organic soils with seasonal water table within 1 foot of the surface. (NRCS 633-1)

Setbacks for drainage or injection well, subsurface drainage intakes, sinkholes, waterways or other conduits to waters (100 feet, or 35 ft. vegetative buffer) (SC-4.c.vi)

Location relative to the 10-year floodplain (SC-4.c.ix)

Application in 10-yr floodplain prohibition unless injected or incorporated (SC-4.c.ix)

Winter spreading (slopes to be <5% or adequate erosion controls in place), (NRCS 633-1)

Winter spreading to prevent runoff (SC-4.c.vii)

Winter application prevention plan to show adequate storage (SC-4.e.ii)

Limitation on application during and after rainfall (SC-4.c.ii)(SC-4.c.iv)

Site specific erosion control practices (SC-4.e.i)

Field monitoring and inspection plan (SC-4.e.iii)

Integrity inspection procedures and schedule for subsurface drains (SC-7.e.)

Manure and Soil Sampling

Sampling number and location (Illinois Agronomy Handbook Page 92-95)

Sample handling procedures (Illinois Agronomy Handbook Page 92-95)

Soil and livestock waste test methods (SC-4.e.vi) (Illinois Agronomy Handbook Page 92-95)

Process to provide off-site manure receivers to have proper manure analysis (SC-4.f)

Records

Recordkeeping process or forms (SC-4.e.xi) (SC-7)

Record of off-site manure receivers name, address, location, topo map and acreage (SC-4.f)

Land application and rate calculation records (SC-7.g) (SC-7.n)

Amount of N and P applied to each field from all sources (SC-7.o)

Manure sampling records (SC-7.h)

Manure and soil test methods (SC-7.m)

Dead animal management records (SC-7.i)

Storage facility records (SC-7.i)

Other

Chemical storage and disposal (SC-3.f) (SC-4.e.viii)

Prohibiting livestock from contacting waters of the State (SC-3.g)

Dead animal handling units and runoff control (SC-3.h) (SC-4.e.vii)

Raw material, by-products and products storage (SC-3.k)

Preventing livestock from having direct contact to surface waters (SC-4.e.ix)

Daily inspection and deficiency correction procedures for water lines (SC-7.k)

Livestock Management Facilities Act

NMP review

The following elements within each plan should be present and complete:

Manure Storage Information

Type of waste storages, (SC-4.e.v) (LMFA 900.803(d))

Volume of manure and wastewater produced, Form 2B (LMFA 900.903 (m.1) and 900.804)

The following sources may be used to obtain the amount of waste generated: MidWest

Plan

Service, MWPS-18, Livestock Waste Facilities Handbook, Table 2-1, or 35 Ill. Adm. Code 560, Table 1.

Volume required to contain the 25-yr/24-hr event with the exception of indoor storage, as well as large swine, poultry, and veal facilities constructed after 04/14/2003 (SC-3.c)

N loss due to storage and application methods (LMFA 900.803(m.2))

Temporary stacks, runoff and leachate control (SC-3.i)

Temporary stacks, <6 months operation (SC-3.i)

Temporary stacks, not in 10 year floodplain (SC-3.i)

Temporary stacks, setbacks (SC-3.i)

Plans indicating adequate storage for weather and other contingencies (SC-4.e.v)(SC-4.e.ii)

Integrity and operation inspection procedures and schedule for structures and facilities (SC-7.e)(SC-7.j)(SC-7.k)(SC-7.c)(SC-7.d)

Livestock Management Facilities Act (continued)

Animal Categories (LMFA 900.803(e))

- Animal size
- Number of animals
- Animal units
- Associated waste handling system

Field Maps

- Aerial photos and maps (LMFA 900.803(f)) and (NRCS 590-6)
- Topographic maps
- Available acreage (LMFA 900.803(f))
- Residences, businesses, common places of assembly (LMFA 900.803(f))
- Rivers, Lakes, Streams, wells, waterways (LMFA 900.803(f))
- Location of impaired waters (SC-3.l)

Lease Agreement for Application Fields

- Copies of the agreements (LMFA 900.803(g))
- Anticipated crop(s)

Crop Rotation, Nutrient Needs and Nutrient Management

- Physical limits governed by soil hydraulic limits slope, cover crop, erosion (SC-4.a)
- Odor control practices (SC-4.b) (LMFA 900.816)
- Application practices that avoid runoff and saturated soils (SC-4.c)
- Cropping schedule for each field for the duration of permit coverage (LMFA 900.803(h))
- Targeted crop yield goal (LMFA 900.803(i)), ((LMFA 900.807)
- Nutrient value of the waste (LMFA 900.803(j)) (MWPS-18) (Chapter 11 Agricultural Waste Management Field Handbook) (Subtitle E Part 560)
- Application method(s), (LMFA 900.803(k))
- N and P soil test (LMFA 900.812(f)) (Illinois Agronomy Handbook)
- Plant N available and mineralization (LMFA 900.803(m.5))
- N required by crop grown (LMFA 900.803(m.6) (Illinois Agronomy Handbook)
- N credits (LMFA 900.808) (Illinois Agronomy Handbook)
- Agronomic P demand (SC-4.c.v) (LMFA 900.813) (Illinois Agronomy Handbook)
- Phosphorus application rate limit (SC-4.c) (LMFA 900.816) (Illinois Agronomy Handbook)
- Application rate based on N or P (SC-4.c.v) (Illinois Agronomy Handbook)
- Multi-year application rate basis (SC-4.c.v)
- Plant N available and mineralization (LMFA 900.803(m.3))

Integrity inspection procedures and schedule for subsurface drains (SC 7 e)

Livestock Management Facilities Act (continued)

Field Application

- Land area required (LMFA 900.803(m.9))
- List of fields and the planned livestock waste application amount for each (LMFA 900.811 and 900.813)
- Setbacks for residences (1/4 mile) (LMFA 900.803(o))
- Setbacks for surface waters (200 feet) (SC-4.c.vi)
- Setbacks for potable wells (200 feet) (SC-4.c.viii)
- Setbacks for drainage or injection well, subsurface drainage intakes, sinkholes, waterways or other conduits to waters (100 feet, or 35 ft. vegetative buffer) (SC-4.c.vi)
- Location relative to the 10-year floodplain (SC-4.c.ix)
- Application in 10-yr floodplain prohibition unless injected or incorporated (SC-4.c.ix)
- Winter spreading (<5% unless adequate erosion controls in place),
- Winter spreading to prevent runoff or no potential to runoff (SC-4.c.vii)
- Winter application prevention plan to show adequate storage (SC-4.e.ii)
- Limitation on application during and after rainfall (SC-4.c.ii)(SC-4.c.iv)(LMFA 900.803(u))
- Site specific erosion control practices (SC-4.e.i)
- Field monitoring and inspection plan (SC-4.e.iii)
- Integrity inspection procedures and schedule for subsurface drains (SC-7.e.)

Manure and Soil Sampling

- Sampling number and location (LMFA 900.811 and 900.812 and Illinois Agronomy Handbook Page 92-95)
- Sample handling procedures (Illinois Agronomy Handbook Page 92-95)

Soil and livestock waste test methods (SC-4.e.vi) (Illinois Agronomy Handbook Page 92-95)

Process to provide off-site manure receivers to have proper manure analysis (SC-4.f)

Records

- Recordkeeping process or forms (SC-4.e.xi) (SC-7)
- Record of off-site manure receivers—name, address, location, topo map and acreage (SC-4.f)
- Land application and rate calculation records (SC-7.g) (SC-7.n)
- Amount of N and P applied to each field from all sources (SC-7.o)
- Manure sampling records (SC-7.h)
- Manure and soil test methods (SC-7.m)
- Dead animal management records (SC-7.i)

Storage facility records (SC-7.i)

Other

Chemical storage and disposal practices (SC-3.f) (SC-4.e.viii)

Practices prohibiting livestock from contacting waters of the State (SC-3.g)

Dead animal handling units and runoff control practices (SC-3.h) (SC-4.e.vii)

Raw material, by-products and products storage (SC-3.k)

Practices preventing livestock from having direct contact to surface waters (SC-4.e.ix)

Daily inspection and deficiency correction procedures for water lines (SC-7.k)

The following items are required for all CAFO NPDES applications:

Stormwater plan review

The following elements within each plan should be present and complete:

Plan for the minimization of uncontaminated stormwater from entering the production areas and manure storage areas, access roads, material handling sites, refuse sites, storage and maintenance areas, shipping and receiving areas (SC-4.e.x) (SC-6)

Housekeeping and preventative maintenance procedures (SC-6)

Monthly visual inspections (SC-6)

Weekly inspection and deficiency correction process for storm water diversions, roof guttering and other stormwater management systems (SC-7.j)

Emergency plan review

The following elements within each plan should be present and complete:

Spill control and prevention plan, containing the containment methods, cleanup procedures and waste disposal (SC-5.a)

Other

Annual reporting

Plan for providing annual report by March 15 (SC-7.a)

Monitoring

Rain gauge data (SC-7.b)

Freeboard marker data (SC-7.c and d)

Weekly and daily inspection and deficiency correction procedures (SC-7.e)

Manure transfer records (SC-4.c.f)(SC-7.g)